**Program Narrative Template for the FY 2020 Family Drug Court Program**

# Introduction: This template is designed to support you in successfully completing the program narrative section of the above referenced solicitation. This template guides you through each question that is part of the peer review process.

**Formatting Requirements:** The following pages have been properly formatted for you. Please do not change any of the formatting. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins. If you need to insert a table, your table may be single spaced.

**Page Limits:** Your program narrative may not exceed 30 pages. The following sections are part of the program narrative:

a. Statement of the Problem

b. Program Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Your program narrative should be numbered “1 of 30,” “2 of 30,” etc. Until you erase the text in red, your application may exceed 30 pages. Keep that in mind during your initial review.

# How to Use This Template as the Grant Writer: To maximize the chance that you score well in peer review, it is important to answer every question in this template in the order it appears. Do not rearrange questions in any way. If questions are repetitive, you must still answer them.

# Have a colleague review your answers against the question asked to ensure that your answer makes sense to an external reviewer other than yourself. Once you are comfortable with your answers, erase this front page and all text that is red and/or highlighted. Double check to make sure you have not exceeded 30 pages once you have removed all the red text and this front page.

You should allocate your 30 pages in a way that reflects the scoring of each section. You should allocate several pages of your applications to sections worth the highest percentage of your score.

**Statement of the Problem**

**This section accounts for 10 percent of your overall score.**

Describe the nature and scope of the problem that the program will address (e.g., opioid-exposed newborns, reunification rates for children with substance-using parents, lack of access to treatment services for parents, poor family functioning, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation.

Describe the target population and any previous or current attempts to address the problem.

**Program Design and Implementation**

**This section accounts for 45 percent of your overall score.**

Detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section.

Describe how you will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7. OJJDP encourages applicants to select evidence-based practices for their programs.

Categories 1 and 2. Applicants are expected to address each of the eight key components of a family drug court:

* Collaborative planning
* Eligibility, engagement, and screening.
* Assessment, service delivery, and case management.
* Program design and duration.
* Continuing judicial supervision.
* Mandatory drug testing and monitoring.
* Staff training.
* Management information systems and evaluation.

Detail any leveraged resources (cash or in-kind) from local sources to support the project

Discuss plans for sustainability beyond the grant period.

**Capabilities and Competencies**

**This section accounts for 25 percent of your overall score.**

Describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding.

Highlight any previous experience implementing projects of similar design or magnitude.

Highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section.

Describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations.

Include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

**Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

**This section accounts for 10 percent of your overall score.**

OJP will require each successful applicant to submit regular performance

data that demonstrate the results of the work carried out under the award. The

performance data directly relate to the goals, objectives, and deliverables identified

under "Goals, Objectives, and Deliverables." Demonstrate your understanding of the performance data reporting requirements for this grant program.

Detail how you will gather the required data should you receive funding.